



February 28, 2008

MEMORANDUM

TO: All Offerors

FROM: ~~W/R~~ Wayne R. Minor
Chief Procurement Officer

SUBJECT: Addendum Number One to DCPL-2008-R-0034

CAPTION: Human Relations Audit Services

The attached questions were submitted in writing to the D.C. Public Library regarding the subject solicitation number DCPL-2008-R-0034 for Human Relations Audit services and the answers are provided from this office. However, these answers do not change the terms and conditions of the solicitation except where modified by written amendment.

SCOPE OF WORK

Below are the questions and answers -

Q1. The contractor shall perform the following tasks:

- Examine the current processes in HR, which include the following: We assume that you would also want us to provide recommendations for change, efficiency, effectiveness? Is that right?

A.1 **Correct assumption. The contractor needs to provide recommendations.**

Q2. In addition, just to clarify, how do you define "Structure"? Is it organizational structure? Compensation structure, etc?

Processing of Time & Attendance

All aspects of personnel activity associated with Structure, Hiring
(Including the Interviewing Process), Retiring, Removal from Service,
Health Benefits & File Maintenance;

A2. Organizational structure only.

- Q3. ■ Assess Staff Capability to determine if the department is configured correctly:
Has DCPL responded to the question "configured correctly to do what?" Or, shall
we make recommendations about that as well?

A3. The purpose of the assessment is to determine that basic HR functions are performed in an efficient and effective manner.

- Q4. Does HR have the correct complement of staff?
Does staff have the right skill set?
Measure qualifications of staff; Are you seeking to know if each member of the
staff has the stated qualifications per job specs? or, Is the right person doing the
right work? OrPlease elaborate.

A4. DCPL is seeking to know if each member has stated qualifications and whether the right person is doing the right work.

- Q5. How many HR staff do you employ? How many are professional? Support?
Managers? Please provide an organization chart. Does the department of HR
have a mission statement? Work plans and goals?

A5. DCPL is not prepared to release this information at this time.

- Q6. ■ Conduct extensive interviews with Key Departmental Managers; extensive
interviews – initially and/or x times over the course of the project? Or other?
How many Key Departmental Managers are there? Is this the Shirley group?

A6. The Shirley Group is comprised of 17 members, however, the number of interviews will be less than 17.

- Q7. ■ Establish a protocol to measure effectiveness and practices within the HR
department; All practices?
■ Ascertain what currently works well within HR and Determine what does not
work well within HR and provide recommendations;

■ Establish a Matrix of Functional Responsibilities to remain within HR as well
as propose suggestions/solutions to alternative structures or arrangements.

A7. All practices.

- Q8. ■ Research best practices within HR departments for Public Libraries to propose alternatives to status quo; would you like us to go beyond Public Libraries; best practices do exist elsewhere. I might recommend it.
- Provide DCPL with a final position paper on outcomes, recommendations and/or solutions;
- A8. Do not extend beyond Public Libraries.
- Q9. ■ Performing or assisting with any other HR audit services related to the overall tasks. Can you be more specific about this please? If not, we would need to make it cost/plus.
- A9. This requirement affords the contractor the opportunity to recommend tasks and/or services not originally anticipated.
- Q10. Do you have a budget for this project?
- A10. DCPL is not prepared to release budget information at this juncture.
- Q11. I noticed Federal government forms to be used as references. While we have extensive experience working with Public Libraries and local governments, we do not generally work for DC or the Federal government. Is this reference form required? If so, I will ask clients to respond.
- A11. It is a preference but not a requirement.
- Q12. With regard to point preferences for MBEs, etc. The Singer Group, Inc. is 100% owned by a woman. Am I to understand that we could be 12 points behind firms meeting special preference criteria? If so, that is a potential barrier to success. We could start at 88/100 is that correct? If I am misunderstanding, please let me know.
- A12. The preference points are to assist small businesses and women owned businesses are eligible for those points if they are certified by the District's Department of Local Small Business Development. Small and women owned businesses that are certified by the Small Business Administration are eligible for consideration of those preference points. Businesses that are certified by neither entity are not eligible for the preference points and that will be reflected in the final scoring during proposal evaluation.